

AR
Valley Springs Elem School (Valley Springs School District)
P.O. BOX 640
Valley Springs AR 72682
870-30-3071

School Engagement Plan

Please read over the form closely, being sure to address all guiding questions. Note the Assurances section allows you to confirm practices that are required but do not need further elaboration within the written portion of your plan. In the response fields, you may include links to additional information that can help support your story as you answer the guiding questions.

1: Jointly Developed Expectations and Objectives

Describe how the School works with parents and families to develop and review relevant plans, policies, and strategies related to engagement.

Guiding Questions

- **1.1:** *How does the School - in collaboration with parents - establish an engagement plan that reflects the specific academic improvement needs of the School, and that includes programs and practices that enhance engagement and address the specific engagement needs of students and their families?*
[A.C.A. § 6-15-1702(a)]
- **1.2:** *What efforts have been made to ensure adequate representation of parents and families of participating children in the process (Title I families)?*
[ESSA § 1116(c)(3)]

Valley Springs Elementary School has a Parent and Family Engagement Committee, which includes faculty, staff, administration, and parents. The parents represent students in multiple grade levels. The committee was formed at the beginning of the year. The committee will meet in September of 2023 and revise the Parent and Family Engagement Plan in order to focus on building strengths and improving weak areas as well as a discussion of Title 1 funding.

The committee will meet quarterly and will review and update the parent and family engagement plan in April of 2024. If requested by parents, the committee will meet additionally if necessary. Parents can contribute to implementation through active involvement in volunteering at school events, joining the Parent/Teacher Organization (PTO), completing surveys, participating in training on how to contribute to the process in a meaningful way, assisting in coordinating Parent and Family Engagement programs/strategies, and utilizing parent center resources. If a parent finds the plan not satisfactory, the parent's comments will go to the principal who will then address them with the district.

2: Communication

Describe how the School will communicate with and distribute information to parents and families.

Guiding Questions

- **2.1:** *How does the School distribute an informational packet appropriate for the age and grade of each child annually, ensuring to include:*
 - *description of the engagement program*
 - *recommended roles for parents, students, teacher, and the School*

- ways for a family to get involved
- survey regarding volunteer interests
- schedule of activities planned throughout the school year
- regular, two-way, and meaningful system for parents/teachers to communicate
[A.C.A. § 6-15-1702(b)(3)(B)(1)]
- **2.2:** How will the School ensure information related to school and parent programs, meetings, and other activities is provided to parents in a format and in a language that parents can understand (to the extent practicable)?
 - how is relevant information provided in a variety of ways? (For example, paper copies made available, as well as social media posts, website links, parent apps, etc.?)
[ESSA § 1116(e)(5)]
- **2.3:** How does the School offer flexible opportunities for meetings with families?
[ESSA § 1116(c)(2)]

Valley Springs Elementary School's Engagement Plan will be posted on the school's website and revised annually by the Parent and Family Engagement Committee. The plan is written in an understandable and uniform format and is provided in a language that parents can understand.

Valley Springs Elementary will prepare, as well as distribute to every student, in September of 2023, informational packets that are appropriate for the age, home language, and grade of each child to initiate and encourage communication with parents. These packets will describe:

- The school's engagement program/plan; the recommended role of the parent, student, teacher, and school
- ways for parents to become involved in the school and their child's education
- a survey for the parent regarding their interest in volunteering at the school
- a schedule of activities planned throughout the school year to encourage engagement
- a system to allow the parents and teachers to communicate in a regular, two-way meaningful manner with the child's teacher and principal
- process for resolving parental concerns, including how to define a problem, who to approach first, and how to develop solutions

Signatures will be obtained from each parent, acknowledging receipt of the VSES informational packet. A parent-friendly summary/explanation of the engagement plan will be posted online.

In addition, Monday folders are sent home weekly which includes a letter from the classroom teacher summarizing the week's lessons and activities; calendars are distributed monthly which includes the school's activities for the month. The district website provides links to each individual teacher's email. Remind and Dojo apps are also used to communicate more frequently between teachers and parent/guardians.

3: Building Staff Capacity

Describe activities that will be used with School staff to build their capacity to work with parents as equal partners.

Guiding Questions

- 3.1:** How does the School build staff capacity to work with parents as equal partners? This may include workshops, conferences, trainings, webinars, and online resources that will be used to ensure ALL School staff (including teachers, specialized instructional personnel, principals, and other School leaders) are aware of:
- the value and utility of contributions of parents [Title I schools]
 - how to reach out to, communicate with, and work with parents as equal partners [Title I schools]
 - how to implement and coordinate parent programs and build ties between home and the School [Title I schools]
 - how to respond to parent requests for parent and family engagement activities [Title I schools]
 - that parents play an integral role in assisting student learning [all schools]
 - how to welcome parents into the School and seek parental support and assistance [all schools]
 - the School's process for resolving parent concerns as outlined in the School handbook, including how to define a problem, whom to approach first, and how to develop solutions [all schools]

VSES ensures professional development requirements are met for teachers and administrators. A signed copy of each teacher's professional development plan is given to the administrators to review.

The principal will designate one certified staff member (Nina Acuff) willing to serve as a parent facilitator to help organize meaningful training for staff and parents.; promote and encourage a welcoming atmosphere to foster family engagement in the school; awareness of the importance of effective communication skills; value and inclusion of parent contributions as equal partners; and undertake efforts to ensure that parental participation is recognized as an asset to the school.

In addition, ongoing PD will include no fewer than 2 hours of professional development for teachers designed to enhance the understanding of effective parent and family engagement strategies. No fewer than 3 hours for administrators designed to enhance the understanding and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Valley Springs Elementary School Teachers will routinely contact parents on an individual basis to communicate about their child's progress through email, notes, conferences, and/or phone calls. Also, in order to begin a foundation of positive rapport, each classroom teacher will contact every parent of their current students.

Valley Springs Elementary School will ensure that information related to school and parent programs that encourage ties between home and school is sent to parents, including disabled parents, in a practical, understandable format. (i.e., Eschool, weekly newsletters, communication folders, daily emails, etc.) as well as provide information for all parents in their requested native language. Teachers will work with the trained staff to provide communication in written form as well as request an interpreter if one is needed for a conference. Our school obtains home language information through completed parent surveys at the beginning of each school year.

Parents are encouraged to contact their child's teacher or the Parent and Family Engagement facilitator (Nina Acuff) for any information, ideas, concerns, etc. relating to the Parent and Family Engagement Plan. The student handbook states the school's process for resolving parent concerns. Parents' signatures are obtained as evidence of distribution.

4: Building Parent Capacity

Describe how the School provides opportunities to build parents' capacity to play a role in their children's academic success. This may include conducting workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings or providing equipment or other materials.

Guiding Questions

- **4.1:** *How does the School provide timely information about the following:*
 - *a description and explanation of the curriculum in use at the School*
 - *the forms of State and Local academic assessments used to measure student progress, including alternate assessments*
 - *the achievement levels of the challenging State academic standards students are expected to meet*

[ESSA § 1116(c)(4)(B)]
- **4.2:** *How does the School provide assistance to parents in understanding the following:*
 - *the requirements of Title I, Part A*
 - *how to monitor their child's progress*
 - *how to work with educators to improve the achievement of their children.*

[ESSA § 1116(e)(1)]
- **4.3:** *What types of materials and training does the School provide to help parents work with their children to improve their children's achievement? This may include:*
 - *literacy training*
 - *technology training, including education about copyright piracy and safe practices*
 - *resources that describe or assist with the child's curriculum*
 - *other activities such as workshops, conferences, online resources like tutorials or webinars, and any equipment or other materials, including parent resource centers*

[ESSA § 1116(e)(2)]

- **4.4:** *Involve parents of students at all grade levels in a variety of roles, including without limitation:*
 - involvement in the education of their children
 - volunteer activities
 - learning activities and support classroom instruction
 - participation in School decisions
 - collaboration with the community
 - development of School goals and priorities
 - evaluating the effectiveness of the School-level Improvement Plan

[A.C.A. § 6-15-1702(b)(1); ADE Rules Governing Parental Involvement Section 3.03]
- **4.5:** *How does the School promote and support responsible parenting? The School shall, as funds are available:*
 - purchase parenting books, magazines, and other informative material regarding responsible parenting through the School library, advertise the current selection, and give parents an opportunity to borrow the materials for review
 - Create parent centers

[A.C.A. § 6-15-1702(b)(4)(A)]
- **4.6:** *How does the School provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation:*
 - role play and demonstration by trained volunteers
 - the use of and access to Department of Education website tools for parents

[<https://dese.ade.arkansas.gov>]

 - assistance with nutritional meal planning

[A.C.A. § 6-15-1702(b)(5)(B)(ii)(a-d)]

A description and/or explanation of the curriculum in use is provided on the district website under the elementary webpage.

Valley Springs Elementary School will send parents a parent-friendly letter that explains their child's test results and standardized test scores from the previous school year.

Valley Springs Elementary School will conduct two Parent/Teacher conferences held October 26, 2023 during flexible scheduling from 2:00-8:00 and March 14, 2024, from 2:00-8:00 to discuss students' progress, address any concerns of parents and/or teachers; provide assistance to parents in understanding content on how to monitor their child's progress, standards, interventions teachers are using to assist the child in reaching achievement goals.

Parents will be asked to engage in discussion on how they can support these efforts.

Valley Springs Elementary School will provide all parents the opportunity to receive text alerts at the district and school levels. Remind and DOJO are also used in order to give information concerning upcoming school events and opportunities to be involved in the education of his/her child.

In addition to the above:

Meet the Teacher/Open House- August 10, 2022, 4:00-6:00

Parent Advisory Committee Meeting/Report to the Public-Sept. 18, 2023 @5:30

First-Fourth Grade Music Programs-November 2023-April 2024

Kindergarten Graduation-May 2024

5: Coordination

Describe how the School will coordinate with other organizations, businesses, and community partners, including alumni, to provide additional supports, services, and resources to families..

Guiding Questions

- **5.1:** *How does the School investigate and utilize community resources in the instructional program?*
[ADE Rules Governing Parental Involvement Section 5.06]
- **5.2:** *How does the School coordinate and integrate programs and activities with other Federal, State, and local programs? Some examples include:*

- *public preschool programs such as Head Start*
- *organizations/activities to help students transition to elementary, middle, high, and postsecondary schools or careers*
- *wraparound services that allow families to send their children to school ready and able to focus on learning*

[ESSA §1116(e)(4)]

- **5.3:** *In what ways does the School enable the formation of a Parent Teacher Association or organization and ensure leaders of said organization will be included in appropriate decisions?*

[A.C.A. § 6-15-1702(b)(8)(B)(ii)]

Teachers utilize and yearly document guest speakers from the community in their instruction. In partnership with the University of Arkansas Division of Agriculture, the county extension office provides nutrition lessons for all K-4 grade students.

Parents and families will be encouraged to participate in field trips, classroom activities, literacy night, math/science/wellness night, family night, and home-based learning such as HIPPY. Our district provides classrooms for 2 ABC preschool classes in partnership with the OUR Educational Cooperative. This allows us to foster relationships early on with future students and parents. We also have Headstart on our campus and they communicate regularly with Kindergarten teachers to ensure they are providing relevant foundational skills in order to make the transition to public education successful.

In order to take advantage of community resources, Valley Springs Elementary School will continue to support our Parent Teacher Organization (PTO), which fosters parental and community involvement within the school. Elected officers lead this organization and collaboratively make decisions affecting the children and families in our school.

Community resources will be utilized to strengthen school programs such as the following:

Local churches and families donate clothing; Valley Springs Elementary sends home weekly backpacks with food for students in low socioeconomic families. Food is provided by local churches and businesses. Local businesses donate food and prizes for drawings for literacy night, math/science/wellness night, and family night.

The Valley Springs School District partners with Chenal to provide school-based mental health services to our students. We also utilize resources through the OUR Educational Cooperative to provide a behavioral specialist for our campus, training in PBIS, and mental health first aid training. This will help to improve the overall mental health of our school and community.

All stakeholders are engaged throughout the year in creating, advising, and amending the plan to provide a comprehensive and coordinated parent and family engagement vision. This plan will be included in the school's improvement plan.

6: Annual Title I Meeting *(Title I schools)*

Describe the details regarding the Annual Title I meeting used to inform parents of the requirements of Title I, the School's participation, and the parents' rights to be involved.

Guiding Questions

- **6.1:** *How and when (month/year) does the School conduct the Annual Title I meeting, ensuring that parents are informed of the following? (*Include a link to the detailed agenda, meeting minutes, and/or slide deck for this year's Annual Title I Meeting, if available.)*
 - *the requirements of Title I and the School's participation*
 - *the parents' rights under Title I (The Right to Know Teacher Qualifications, Right to Request Meetings)*

[ESSA § 1116(c)(1)]

Valley Springs Elementary School will conduct an annual, stand-alone, Title I Meeting (Part A, Act 397) in September of 2023 to inform parents of the requirements of the Title I program and the school's participation in it. It addresses the goals for the Title I program, the rights of the parents to be involved in the planning, review, and improvement of parental programs, as well as the ability of the school to consolidate funds from federal, state, and local sources.

Valley Springs Elementary School will provide parents with information about the following components: a) Parents Right to Know (a requirement letting parents know the qualifications of individual teachers posted on the Valley Springs Elementary School's website), b) Annual Report Card (this is the report card for the district, which tells how all schools performed on the spring 2023 ACT Aspire Assessment. (If a parent wants the annual report card specifically for Valley Springs Public Schools, this will be provided for them), c) Individual Student's Assessment Report (state assessment results and report cards for their children), d) Parental Communication (parents and the school/staff can communicate: in-person contact, by phone, emails, letters, flyers, Facebook, Remind, Dojo, etc, e) description of the curriculum, f) information on forms of academic assessment used to measure student progress as well as the information on the proficiency level students are expected to meet, g) right to request a meeting (parents can request a meeting if they want to formulate suggestions and/or participate in decisions to be made about their child's education).

7: School-Parent Compact *(Title I schools)*

Describe the process School will follow to jointly develop with parents a School-Parent Compact as required under Title I, Part A.

Guiding Questions

- **7.1:** *How does the School jointly develop a School-Parent Compact which does the following:*
 - *Outlines how parents, the entire School staff, and students will share the responsibility for improved student academic achievement*
 - *Addresses the importance of regular two-way, meaningful communication through:*
 - *conferences (no fewer than 2 each year)*
 - *frequent reports on progress*
 - *reasonable access to staff*
 - *opportunities to volunteer*
 - *observation of classroom activities*
- **7.2:** *How do families access the compact in order to understand the shared responsibility for improved student academic achievement?*
 - *Including parent-teacher conferences in elementary Schools, at least annually*
 - *Include a link or insert the language of the compact to demonstrate this requirement has been met.*

[ESSA § 1116(d)]

School staff, parents, and students developed a school-parent-student compact through collaboration with other parents and staff to develop how stakeholders share the responsibility of improving student academic achievement and the means by which they can accomplish this. There will be an annual review and update of our School/Parent Compact each school year, which will be included in the Student Handbook. All stakeholders signed and returned handbook signature page will serve as evidence of distribution.

Parents will be distributed a Parental Engagement Survey in order to welcome parents into our school. Valley Springs Elementary School will use the compiled surveys to create an ongoing list of interests, preferences, and availability of volunteers so that school staff may determine how frequently a volunteer would like to participate. The volunteer list will be easily accessible and located in the facilitator's classroom in the elementary school. This list will also include options for those who are available to help at home and help match school needs with volunteer interests.

8: Reservation of Funds *(Title I schools)*

Describe how the School uses Title I, Part A funds set-aside for parent and family engagement programs and activities.

Guiding Questions

- **8.1:** *If the School is a recipient of set aside funds for parent and family engagement (as part of receiving*

a Title I, Part A allocation greater than \$500,000):

- How is the School spending those funds?
- How does the School determine the priority of how funds are spent?
- Who is involved in determining that?

[ESSA § 1116(a)(3)(A)]

- **8.2:** How does the School provide opportunities for parents and family members to be involved in providing input into how the funds are used?

[ESSA § 1116(a)(3)(B); ESSA § 1116(a)(3)(C); ESSA § 1116(a)(3)(D)(i-v)]

The Valley Springs School District does not receive more than \$500,000 in Title I allocations.

The VSES allocated \$1,000 of the Title I allocation/budget for parent and family engagement. Through surveys and parent meetings ideas for how the money will be spent will be collected and then decided upon by the parent engagement committee.

Assurances

Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.

Required...your form will not save unless all boxes are checked.

- ☒ **A.1:** The School understands that annually by August 1, the public School's Engagement Plan shall be developed, or reviewed and updated.

[ADE Rules Governing Parental Involvement Section 3.02.3]

- ☒ **A.2:** The School understands that the following must be made available to families and the local community on the School or District website no later than August 1st:

- The School Engagement Plan
- A parent-friendly explanation of the School and District's Engagement Plan
- The informational packet
- Contact information for the parent facilitator designated by the School.

[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]

- ☒ **A.3:** The School understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.

[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]

- ☒ **A.4:** The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly.

[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709]

- ☒ **A.5:** The School understands its obligation to obtain signatures for each parent acknowledging receipt of the District's Engagement Plan summary/explanation.

[A.C.A. § 6-15-1704(a)(3)(B)]

- ☒ **A.6:** The School Principal understands their obligation to designate and pay a licensed staff member to serve as Parent Facilitator:

- to help organize meaningful training for staff and parents,
- to promote and encourage a welcoming atmosphere, and
- to undertake efforts to ensure that engagement is recognized as an asset to the School.

[A.C.A. § 6-15-1702(c)(1)]

- ☒ **A.7:** The School understands its obligation to encourage school staff to use volunteer surveys to compile a volunteer resource book..

[A.C.A. § 6-15-1702(b)(6)(B)(ii)]

- ☒ **A.8:** The School understands its obligation to conduct no fewer than two parent-teacher conferences per school year.

[A.C.A. § 6-15-1702(b)(3)(B)(ii)]

☒ **A.9:**The School understands its obligation to incorporate the Engagement Plan into the School Improvement Plan.

[ADE Rules Governing Parental Involvement Section 3.02.2]

☒ **A.10:**The School understands its obligation to schedule regular parent involvement meetings at which parents are given a report on the state of the School and an overview of:

- what students will be learning
- how students will be assessed
- The informational packet
- what a parent should expect for his or her child's education
- how a parent can assist and make a difference in his or her child's education.

[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]

☒ **A.11:**Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

[A.C.A. § 6-15-1702(b)(7)(B)(ii)]

☒ **A.12:**The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage a parent from visiting the School or from visiting a child's classrooms.

[A.C.A. § 6-15-1702(b)(6)(B)]

☒ **A.13:**The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.

[ESSA § 1116(a)(3)(D)]

☒ **A.14:**The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to

ade.engagementmatters@ade.arkansas.gov

[ESSA § 1116(b)(4)]

☒ **A.15:**The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

[ESSA § 1116(c)(4)(C)]

School Information

School Name:	Valley Springs Elementary School
School Engagement Facilitator Name:	Nina Acuff
Plan Revision/Submission Date:	July 30, 2023
District Level Reviewer Name, Title:	Kyle Mallett, Superintendent
District Level Approval Date:	

Committee Members, Role

(Select "Repeat" to open more entry fields to add additional team members)

First Name	Last Name	Role (Teacher, Staff, Parent, Student, or Community Member)
Nina	Acuff	1st Grade Teacher, Parent Facilitator
Lisa	Sherrill	Elementary Principal
Susan	Nichols	Library/Media Specialist
Mindi	Phillips	Counselor

Christy	Horn	Interventionist
Brittany	Yount	Special Education Teacher

Committee Members, Role

(Select "Repeat" to open more entry fields to add additional team members)

First Name	Last Name	Role (Teacher, Staff, Parent, Student, or Community Member)
Alyssa	Farmer	3rd Grade Teacher
Kim	Jennett	Parent
Tammy	Allen	U of A Extension Office Agent
Abbi	Barnes	Parent/School Nurse
Kristin	Eddings	Parent

State

- [Ark. Code Ann. § 6-15-1701 et seq.](#)
- [Arkansas Department of Education Rules Governing Parental Involvement Plans and Family and Community Engagement](#)

Federal

- [Elementary and Secondary Education Act, as amended by Every Student Succeeds Act, 114 P.L. 95, 20 U.S.C. §§ 6312, 6318, 6320](#)

Find additional guidance on the [DESE Parent and Family Engagement Requirements](#) webpage. For any questions about completing this form or meeting legal compliance, please contact the DESE Engagement Unit at ade.engagementmatters@ade.arkansas.gov or 501-371-8051.

District Reviewer Responses

Section 1 - Jointly Developed

- ☐ Changes Required
- ☐ Compliance is Met

Comments:

-Section 2 - Communication

- ☐ Changes Required
- ☐ Compliance is Met

Comments:

Section 3 - Building Staff Capacity

- ☐ Changes Required
- ☐ Compliance is Met

Comments:

Section 4 - Building Parent Capacity

☐ Changes Required

☐ Compliance is Met

Comments:

Section 5 - Coordination

☐ Changes Required

☐ Compliance is Met

Comments:

Section 6 - Annual Title I Meeting

☐ Changes Required

☐ Compliance is Met

Comments:

Section 7 - School-Parent Compact

☐ Changes Required

☐ Compliance is Met

Comments:

Section 8 - Reservation of Funds

☐ Changes Required

☐ Compliance is Met

Comments: